

Borough of Dumont

Municipal Code Enforcement

50 Washington Ave 2nd floor Dumont, NJ 07628

Tel - (201)387-5034 Fax - (201)387-5063

Multi-dwelling Units and Apartments

Fee for Certificate of Continued Occupancy & Smoke and Carbon Monoxide Detector Compliance Inspection

Each Inspection Requires a Separate Check in the Amount Indicated Below
TWO CHECKS ARE REQUIRED WHEN RETURNING THIS FORM.
NO COMBINED CHECKS

1 Family Residential Apartment - \$ 75.00 Made Payable to
‘Borough of Dumont’

AND

Smoke Detector Compliance Certificate - \$ 50.00 Made Payable to
‘Dumont Fire Prevention’

Municipal Code Enforcement

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**Application for Certificate of Continued Occupancy & Smoke
and Carbon Monoxide Detector Compliance Inspection**

Apartment Complex Name (if Applicable): _____

Property Address: _____ Dumont, NJ. 07628 Apt #: _____

Name of Tenant: _____ Telephone Number: _____

Building Owner: _____ Telephone Number: _____

Building Owner Address _____

City: _____ State: _____ Zip Code: _____

Person to contact for Appointment _____ Telephone Number: _____

Date of Application: _____ Date Of Tenancy: _____

Number Of Bedrooms: _____ Number Of Dwelling Units In Bldg: _____

Number of people living in unit: _____ Size Of Unit: _____ sq. ft.

The applicant signing below is responsible for proving the attached information sheets to the owner and tenant prior to inspection. Any violations found during the inspection that are listed on the handout will result in a \$25.00 per visit re-inspection fee.

Signature of Applicant: _____ Title: _____

**Please note that owners and tenants are responsible for local
property maintenances laws**

**FILING PROCEDURES FOR 1 & 2 FAMILY DWELLING CERTIFICATE OF
CONTINUING OCCUPANCY AND SMOKE/CARBON MONOXIDE DETECTOR
COMPLIANCE INSPECTIONS.**

1. COMPLETE AND RETURN THE ATTACHED APPLICATION. ANY APPLICATION THAT IS MISSING INFORMATION OR PAYMENT WILL NOT BE PROCESSED. NO EXCEPTIONS.
2. A COMPLETED APPLICATION MUST BE RECEIVED NO LESS THAN 15 DAYS PRIOR TO THE ANTICIPATED CLOSING. IF YOU ARE FILING ON LESS THAN 15 DAYS NOTICE, YOU WILL NOT RECEIVE YOUR CERTIFICATES ON TIME. THE INSPECTORS WORK ON A PART TIME BASIS AND MAY NOT BE AVAILABLE IMMEDIATELY FOLLOWING AN APPLICATION.
3. IF YOU DO NOT MAKE AN APPOINTMENT AT THE TIME OF FILING THIS APPLICATION, YOU WILL BE CONTACTED AT THE NUMBER YOU PROVIDED TO SCHEDULE THE INSPECTIONS. YOU WILL BE RECEIVING TWO INSPECTIONS DURING THIS PROCESS; TYPICALLY BOTH INSPECTIONS ARE PERFORMED AT THE SAME TIME. IF YOU DO NOT RECEIVE BOTH INSPECTIONS YOU WILL BE CONTACTED TO SCHEDULE THE SECOND APPOINTMENT.
4. A REINPECTION FEE OF \$25 WILL BE IMPOSED FOR A VIOLATION OF ANY ITEM LISTED ON THE BACK OF THIS NOTICE, WHICH RESULTS IN A RETURN INSPECTION VISIT. NO CERTIFICATES WILL BE ISSUED UNTIL ALL APPLICABLE REINSPECTION FEES HAVE BEEN SATISFIED.
5. ONCE BOTH INSPECTIONS HAVE BEEN SUCCESSFULLY COMPLETED, THE CERTIFICATES WILL BE AVAILABLE FOR PICK UP IN THE BUILDING DEPARTMENT BETWEEN THE HOURS OF 9AM AND 2PM, MONDAY THROUGH FRIDAY. CERTIFICATES ARE TYPICALLY READY FOR PICK UP THREE DAYS AFTER THE INSPECTIONS ARE SUCCESSFULLY COMPLETED. BOTH CERTIFICATES ARE ISSUED AT ONE TIME AS LONG AS BOTH INSPECTIONS ARE SUCCESSFULLY COMPLETED.
6. ONLY THE APPLICANT OR SPECIFIED APPOINTED PERSON CAN MAKE THESE APPOINTMENTS OR PICK UP COMPLETED CERTIFICATES. FAMILY MEMBERS, ATTORNEYS, FRIENDS, OR REALTORS NOT LISTED ON THE APPLICATION CAN NOT ACT ON BEHALF OF THE BUYER OR SELLER. MANY INSTANCES OF MISSED APPOINTMENTS AND MISINFORMATION HAVE RESULTED FROM UNAUTHORIZED PEOPLE BECOMING INVOLVED IN THE PROCESS. THIS STEP IS NECESSARY TO KEEP ORDER AND ENSURE YOU RECEIVE YOUR CERTIFICATES WITH AS LITTLE INCONVENIENCE AS POSSIBLE.

MORE INFORMATION PRINTED ON BACK OF THIS PAGE

KEEP THIS PAGE FOR YOUR REFERENCE - DETACH PRIOR TO FILING

THE LIST ON THE BACK OF THIS PAGE REPRESENTS THE VIOLATIONS MOST FREQUENTLY FOUND DURING AN INSPECTION. IT IS POSSIBLE THAT YOUR HOUSE MAY CONTAIN A VIOLATION NOT LISTED BELOW. IF SO, YOU WILL STILL BE REQUIRED TO MAKE THE NECESSARY REPAIRS FOR ANY VIOLATIONS FOUND. THIS INFORMATION IS BEING PROVIDED AS A COURTESY AND DOES NOT REPRESENT THE COMPLETE CODE OR SCOPE OF THE INSPECTION.

VIOLATION CHECKLIST

1. THE NUMERIC ADDRESS OF THE HOUSE MUST BE CLEARLY VISIBLE FROM THE STREET AND MAY NOT BE OBSTRUCTED BY ANY TREES, PLANTS, OR DECORATIONS.
2. ALL STAIRCASES WITH 2 OR MORE RISERS SHALL HAVE A GRASPABLE RAILING FOR THE LENGTH OF THE STAIRCASE. ALL RAILINGS MUST BE SECURE AND IN GOOD CONDITION.
3. THE HOUSE MUST BE STRUCTURALLY SOUND WITHOUT LEAKS IN THE ROOF. ALL GUTTERS AND LEADERS SHALL BE INTACT AND MAINTAINED. NO BROKEN OR CRACKED GLASS IS PERMITTED ON ANY OPENINGS.
4. THE REPAIR OF BROKEN AND CRACKED SIDEWALK SLABS IS THE SELLERS RESPONSIBILITY. IF THE SIDEWALKS ARE IN DESREPAIR, THEY MUST BE REFURBISHED PRIOR TO THE CERTIFICATE OF OCCUPANCY BEING ISSUED. A TEMPORARY CERTIFICATE WILL BE ISSUED, AS LONG AS A SIGNED AND PAID MASONARY CONTRACT IS PRODUCED. A REINSPECTION FEE OF \$25 WILL BE CHARGED FOR THIS VIOLATION.
5. ALL PLUMBING EQUIPMENT SHALL BE IN SERVICABLE CONDITION WITHOUT VISIBLE LEAKS OR PATCHES.
SUMP PUMPS MUST DISCHARGE ONTO THE EXTERIOR PROPERTY, NOT INTO THE SEWER SYSTEM.
6. ALL GAS FIRED APPLIANCES SHALL BE PROPERLY VENTED TO THE EXTERIOR USING ONLY APPROVED MATERIALS. THE CHIMNEY SHALL BE IN GOOD CONDITION AND ALL VENT PIPES SHALL BE SECURELY FITTED TO THE CHIMNEY USING APPROVED METHODS AND MATERIALS AS WELL.
7. ALL PRESSURE RELIEF VALVES SHALL BE EQUIPPED WITH AN EXTENSION TUBE OF THE CORRECT SIZE. ALL UNUSED FUEL TANKS ARE TO BE REMOVED OR PROPERLY ABANDONED IN PLACE.
8. ALL COMPONENTS OF AN ILLEGAL SECOND/THIRD/BONUS APARTMENT OR EXTENDED FAMILY LIVING UNIT INSTALLED WITHOUT A PROPERLY ISSUED PERMIT SHALL BE REMOVED PRIOR TO THE INSPECTION.
9. NO KEY OPERATED LOCKS, DEADBOLTS, PADLOCKS OR HASPS ARE PERMITTED ON ANY DOORS LEADING TO OR CONNECTING ONE INTERIOR ROOM WITH ANOTHER. DOORS LEADING DIRECTLY TO THE EXTERIOR OR TO AN ATTACHED GARAGE MAY BE EQUIPPED WITH LOCKS OR DEADBOLTS.
10. PROPERLY MOUNTED AND FULLY OPERATIONAL SMOKE AND CARBON MONOXIDE DETECTORS ARE REQUIRED ON EACH LEVEL OF THE HOUSE INCLUDING THE BASEMENT. THESE DETECTORS MUST ALSO BE INSTALLED ON THE CEILINGS OUTSIDE EACH SLEEPING AREA, AT THE BASE OF THE BASEMENT STAIRS AS WELL AS THE BASE OF THE MAIN STAIRS LEADING TO ANY UPPER LEVELS. UNFINISHED ATTICS AND CRAWLSPACES DO NOT REQUIRE DETECTORS.
11. SMOKE DETECTORS INSTALLED UNDER A CONSTRUCTION PERMIT THAT ARE POWERED FROM 110 VOLTS SHALL PROPERLY OPERATE AS INTERCONNECTED UNITS. THIS IS MOST COMMONLY FOUND IN BUILDINGS BUILT OR SUBSTANTIALLY RENOVATED AFTER 1983. WHEN EQUIPPED WITH A BATTERY BACK UP THE DETECTORS SHALL ALSO OPERATE WITH THE POWER OFF.
12. IF YOUR SMOKE DETECTORS OR HOME BURGLAR ALARM SYSTEM IS CONNECTED TO AN ALARM COMPANY YOU MUST PROVIDE THE BUYER WITH ALL CODES AND INSTRUCTIONS FOR SYSTEM OPERATION. DURING THE INSPECTION YOU WILL BE REQUIRED TO DEMONSTRATE THE FUNCTIONALITY OF THE SYSTEM TO THE INSPECTOR. YOU WILL ALSO BE OBLIGATED TO MEET ALL REQUIREMENTS OF THE INSTALLATION CODE AT THE TIME OF THE INSPECTION EVEN IF THESE DETECTORS WERE ADDED AT A LATER DATE.
13. ALL 'TOT FINDER', CHILD ALERT, AND INVALID IDENTIFICATION STICKERS MUST BE REMOVED FROM ALL DOORS AND WINDOWS PRIOR TO THE INSPECTION. IF NEEDED, THE NEW OWNER CAN OBTAIN THEM FROM THE FIRE DEPARTMENT.

*DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF FIRE SAFETY
MEMORANDUM*

TO: ALL LOCAL ENFORCING AGENCIES
FROM: LOUIS KILMER, CHIEF-BUREAU OF FIRE CODE ENFORCEMENT
SUBJECT: REQUIREMENTS FOR FIRE EXTINGUISHERS IN ONE AND TWO FAMILY DWELLINGS
DATE: NOVEMBER 15, 2005

The Legislature amended and enacted P.L. 1991, c.92 (C.52:27D-198-1), requiring that all one and two family dwellings at a change of occupancy be provided with a portable fire extinguisher, in addition to the requirements for smoke and carbon monoxide detectors. This provision does not apply to seasonal rental units. This act was signed into law on April 14, 2005 with an effective date of November 1, 2005.

The regulations were recently made available for public comment. The comment period has ended and the final adoption of the regulations will appear in the New Jersey Register in the near future. The Division of Fire Safety is advising all local enforcing agencies to enforce the regulations using the guidelines below.

The requirements for the type and placement of the extinguishers are as follows:

1. At least one portable fire extinguisher shall be installed in all one and two family dwellings, except seasonal rental units, upon change of occupancy.
2. The extinguisher shall be listed, labeled, charged and operable.
3. The size shall be no smaller than 2A:10B:C rated for residential use and weigh no more than 10 lbs.
4. The hangers or brackets supplied by the manufacture must be used.
5. The extinguisher must be located within 10 feet of the kitchen.
6. The top of the extinguisher must not be more than 5 feet above the floor.
7. The extinguisher must be visible and in a readily accessible location, free from being blocked by furniture, storage, or other items.
8. The extinguisher must be near a room exit or travel path that provides an escape route to the exterior.
9. The extinguisher must be accompanied by an owner's manual or written information regarding the operation, inspection, and maintenance of the extinguisher.
10. The extinguisher must be installed with the operating instructions clearly visible.

New fire extinguishers are not required to be serviced and tagged as long as the seller or agent can provide proof of purchase or receipt.

Until the proposed regulations have been adopted, the statute should be cited for enforcement purposes. The correct citation is N.J.S.A. 52:27D-198.1.

If you have any questions regarding the implementation of this act or its specific requirements, please contact the Dumont Building Department at (201) 387-5034 between the hours of 9am to 4pm, Monday through Friday.